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MEMORANDUM FOR: Chief, Procurement Division, OL

SUBJECT : Initial Instructions for Submission of RD&E Contracts and Requests for Procurement Action to the Agency Contract Review Board

REFERENCE : CIA Contract Review Board (Responsibilities and Authorities), Approved 28 June 1967

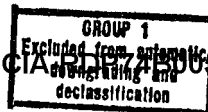
1. The Agency Contract Review Board has authorized the issuance of the following initial instructions for submission of proposed contract actions and requests for procurement (contract) actions for review and recommendations. These instructions are effective as of 1 September 1967 and until superseded by subsequently issued Rules and Procedures. Under the Board's statement of "Responsibilities and Authorities," the Board considers that it is to review research, development, and engineering (RD&E) procurement programs funded from Agency appropriations at two points in time - initially, it shall consider requests for procurement (contract) action, if in excess of \$150,000, at the time the ~~technical/operational~~ Directorate issues same to the cognizant Contracting Officer, and secondly, to review the resulting contracts or amendments prior to the Contracting Officer's signature.

2. Contract Actions Requiring Board Review:

a. Proposed contracts or amendments for RD&E services, or for prototypes or first follow-on production units of previously developed equipment

Declassification Review by NGA

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SECRET

Approved For Release 2005/11/21 : CIA-RDP74B00535R000100190005-9

D R A F T

SUBJECT: Initial Instructions for Submission of RD&E Contracts and Requests for Procurement Action to the Agency Contract Review Board

being procured ^{from the} ~~from the~~ sole source developer thereof, which individually exceed \$150,000, shall be presented to the Board for review prior to the Contracting Officer's signature. Likewise, overrun funding amendments, if overrun funding exceeds \$22,500 and also exceeds 15 percent of original cost estimate, shall be presented to the Board. The Board may, from time-to-time, waive prior review of specific contracts or class of contracts.

b. Currently, the Board will not require prior review of fiscal year type of service contracts for field engineering or technical representative services, or for the maintenance, repair, or spares provisioning of Agency-owned equipment.

c. Proposed RD&E contracts and amendments of any amount or nature, but concerning which the Contracting Officer has professional doubt or uncertainty as to whether the Government's best interest has been or will likely be served, should also be submitted to the Board for review and advisory comment.

d. Procedures for Submitting Contract Actions for Board Review. Procedures and practices for submitting contracts and amendments to the Board for review shall be flexible to permit expeditious submission to and prompt consideration by the Board. As a minimum, such submissions to

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D R A F T

SUBJECT: Initial Instructions for Submission of RD&E Contracts and Requests for Procurement Action to the Agency Contract Review Board

the Board should be accomplished by routing the Contracting Officer's "procurement justification" memorandum (as normally prepared in accordance with good procurement practices), with official contract file attached, to the Agency Contract Review Board (Attention: Executive Secretary). The cognizant Contracting Officer may, if desired and deemed appropriate for better Board understanding, submit a separate digest of salient and important facts with his suggested interpretations and conclusions. The Executive Secretary will, in writing, "brief" the facts and issues of each case and furnish copies thereof to each Board member and permanent advisor. Following Board consideration, all submitted documents and files will be returned to the Contracting Officer with a statement of the Board's recommendations *✓ and Director of Logistics action.*

3. Board Review of RD&E Requests for Procurement (Contract) Action in Excess of \$150,000:

a. DD/S Requests for Procurement Action. With respect to RD&E requests for procurement (contract) action originating within offices of the DD/S, such requests shall be addressed to the Chief, Procurement Division, ~~OL~~. Immediately upon receipt by Procurement Division, these requests shall be transmitted, with all back-up documentation, to the

~~SECRET~~

SECRET

D R A F T

SUBJECT: Initial Instructions for Submission of RD&E Contracts and Requests for Procurement Action to the Agency Contract Review Board

Agency Contract Review Board (Attention: Executive Secretary) for initial Board review. Following prompt review and approval by the Director of Logistics of the Board's recommendations, these requests shall be returned to the Procurement Division or other Contracting Officer deemed best situate to accomplish the particular procurement.

b. DD/S&T, DD/P, and DD/I Requests for Procurement Actions. Requests for procurement (contract) action, originating within Offices of the above three Directorates, shall be addressed to the cognizant Contracting Officer and routed to him via the Agency Contract Review Board (Attention: Executive Secretary). Following prompt review, these requests with ^{and Director of Logistics' action} Board recommendations shall be transmitted to the cognizant Contracting Officer for further procurement action.

4. Board Meetings:

The Board shall meet regularly each Thursday at 1100. Cases submitted for review during the week preceeding any such regular meeting shall be placed on the agenda. Unscheduled Board meetings will be called as necessary to consider cases presenting time-urgencies, through prearrangement with the Board's Chairman. To further expedite the Board's processing of cases under review, the Board may, from time-to-time, authorize its Chairman to

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SECRET

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D R A F T

SUBJECT: Initial Instructions for Submission of RD&E Contracts and Requests
for Procurement Action to the Agency Contract Review Board

waive full Board review of certain cases, particularly requests for procure-
ment (contract) action which present no unique policy or coordination problems.
Such cases would not, therefore, be placed on the regular Board agenda.

Chairman, Contract Review Board

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